



NOTE: All data must be submitted by the 15th workday of November, each year.

PART I - BASIC INFORMATION REGARDING REPORT

1A. NAME AND ADDRESS OF PREPARING FACILITY	5A. DATE OF SUBMISSION
2A. FACILITY NO./MAIL ROUTING SYMBOL	6A. MAILING ADDRESS OF VA POINT OF CONTACT (Completed by Information Management Service (045A4))
3A. POINT OF CONTACT	6B. ELECTRONIC ADDRESS FOR VA FOIA REPORT ON WORLD WIDE WEB (Completed by Information Management Service (045A4))
4A. TELEPHONE NUMBER FOR POINT OF CONTACT	7. MAILING ADDRESS TO OBTAIN PAPER COPY OF VA ANNUAL FOIA REPORT Department of Veterans Affairs Director, Information Management Service (045A4) 810 Vermont Avenue, NW Washington, DC 20420

PART II - HOW TO MAKE A FOIA REQUEST (Completed by Information Management Service (045A4))

A. WORLD WIDE WEB ADDRESS LINK TO FOIA READING ROOM CONTAINING NAMES, ADDRESSES, AND TELEPHONE NUMBERS OF ALL INDIVIDUAL AGENCY COMPONENTS AND OFFICES THAT RECEIVE FOIA REQUESTS. (Completed by Information Management Service (045A4))

B. WORLD WIDE WEB ADDRESS LINK TO FOIA READING ROOM CONTAINING BRIEF DESCRIPTION OF THE AGENCY'S RESPONSE-TIME RANGES (Completed by Information Management Service (045A4))

C. WORLD WIDE WEB ADDRESS LINK TO FOIA READING ROOM CONTAINING BRIEF DESCRIPTION OF WHY SOME REQUESTS ARE NOT GRANTED (Completed by Information Management Service (045A4))

PART III - DEFINITIONS OF TERMS AND ACRONYMS USED IN THE REPORT (To be included in each report)

A. LIST AND DEFINE VA-SPECIFIC ACRONYMS USED IN FOIA REPORT

B. BASIC TERMS, EXPRESSED IN COMMON TERMINOLOGY

1. FOIA/PA REQUEST	Freedom of Information Act/Privacy Act Request. A FOIA request is generally a request for access to records concerning a third party, an organization, or a particular topic of interest. A Privacy Act request is a request for records concerning oneself; such requests are also treated as FOIA requests. <i>(All requests for access to records, regardless of which law is cited by the requester, are included in this report.)</i>
2. INITIAL REQUEST	A request to a federal agency for access to records under the Freedom of Information Act.
3. APPEAL	A request to a federal agency asking that it review at a higher administrative level a full denial or partial denial of access to records under the Freedom of Information Act, or any other FOIA determination such as a matter pertaining to fees.
4. PROCESSED REQUEST OR APPEAL	A request or appeal for which an agency has taken a final action on the request or the appeal in all respects
5. MULTI-TRACK PROCESSING	A system in which simple requests requiring relatively minimal review are placed in one processing track and more voluminous and complex requests are placed in one or more other tracks. Requests in each track are processed on a first-in/first-out basis. A requester who has an urgent need for records may request expedited processing <i>(See below)</i> .
6. EXPEDITED PROCESSING	An agency will process a FOIA request on an expedited basis when a requester has shown an exceptional need or urgency for the records which warrants prioritization of his or her request over other requests that were made earlier.
7. SIMPLE REQUEST	A FOIA request that an agency using multi-track processing places in its fastest (nonexpedited) track based on the volume and/or simplicity of records requested.
8. COMPLEX REQUEST	A FOIA request that an agency using multi-track processing places in a slower track based on the volume and/or complexity of records requested.

9. GRANT	An agency decision to disclose all records in full in response to a FOIA request.
10. PARTIAL GRANT	An agency decision to disclose a record in part in response to a FOIA request, deleting information determined to be exempt under one or more of the FOIA's exemptions; or a decision to disclose some records in their entirety, but to withhold others in whole or in part.
11. DENIAL	An agency decision not to release any part of a record or records in response to a FOIA request because all the information in the requested records is determined by the agency to be exempt under one or more of the FOIA's exemptions, or for some procedural reason (<i>such as because no record is located in response to a FOIA request</i>).
12. TIME LIMITS	The time period in the Freedom of Information Act for an agency to respond to a FOIA request (<i>ordinarily 20 working days from proper receipt of a "perfected" FOIA request</i>).
13. "PERFECTED" REQUEST	A FOIA request for records which adequately describes the records sought, which has been received by the FOIA office of the agency or agency component in possession of the records, and for which there is no remaining question about the payment of applicable fees.
14. EXEMPTION 3 STATUS	A separate federal statute prohibiting the disclosure of a certain type of information and authorizing its withholding under FOIA subsection (b)(3).
15. MEDIAN NUMBER	The middle, not average, number. For example, of 3, 7, and 14, the median number is 7.
16. AVERAGE NUMBER	The number obtained by dividing the sum of a group of numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8.

PART IV - EXEMPTION 3 STATUTES

A. CHECK ALL EXEMPTION 3 STATUTES RELIED UPON TO WITHHOLD INFORMATION UNDER SUBSECTION(b)(3) DURING CURRENT FISCAL YEAR

38 U.S.C. 5701	35 U.S.C. 205	OTHER (Specify)
38 U.S.C. 5705	38 U.S.C. 7332	

1. BRIEF DESCRIPTION OF TYPE(S) OF INFORMATION WITHHELD UNDER EACH STATUTE (General Counsel Only)

2. STATEMENT OF WHETHER A COURT HAS UPHELD THE USE OF EACH STATUTE. IF SO, THEN CITE EXAMPLE (General Counsel Only)

PART V - INITIAL FOIA/PA ACCESS REQUESTS

A. NUMBERS OF INITIAL REQUESTS

	TOTAL
1. NUMBER OF REQUESTS PENDING AS OF END OF PRECEDING FISCAL YEAR	
2. NUMBER OF REQUESTS RECEIVED DURING CURRENT FISCAL YEAR	
3. NUMBER OF REQUESTS PROCESSED DURING CURRENT FISCAL YEAR	
4. NUMBER OF REQUESTS PENDING AS OF END OF CURRENT FISCAL YEAR (Sum of lines 1 and 2, minus line 3 must equal line 4)	

B. DISPOSITION OF INITIAL REQUESTS

REQUESTS	TOTAL	REQUESTS	TOTAL
1. NUMBER OF TOTAL GRANTS		(5) EXEMPTION 5	
2. NUMBER OF PARTIAL GRANTS		(6) EXEMPTION 6	
3. NUMBER OF DENIALS		(7) EXEMPTION 7(A)	
a. NUMBER OF TIMES EACH FOIA EXEMPTION USED (Counting each exemption once per request)		(8) EXEMPTION 7(B)	
(1) EXEMPTION 1		(9) EXEMPTION 7(C)	
(2) EXEMPTION 2		(10) EXEMPTION 7(D)	
(3) EXEMPTION 3		(11) EXEMPTION 7(E)	
(4) EXEMPTION 4		(12) EXEMPTION 7(F)	

B. DISPOSITION OF INITIAL REQUESTS <i>(Continued)</i>			
REQUESTS	TOTAL	REQUESTS	TOTAL
(13) EXEMPTION 8		d. FEE-RELATED REASON	
(14) EXEMPTION 9		e. RECORDS NOT REASONABLY DESCRIBED	
4. OTHER REASONS FOR NONDISCLOSURE <i>(Equals the sum of lines a. through i.)</i>		f. NOT A PROPER FOIA REQUEST FOR SOME OTHER REASON	
a. NO RECORDS		g. NOT AN AGENCY RECORD	
b. REFERRALS		h. DUPLICATE REQUEST	
c. REQUEST WITHDRAWN		i. OTHER TYPES OF NONDISCLOSURE <i>(Specify/Describe in Part XII, Remarks)</i>	
PART VI - APPEALS OF INITIAL DENIALS OF FOIA/PA REQUESTS			
TO BE COMPLETED BY VA CENTRAL OFFICE GENERAL COUNSEL ONLY			
A. NUMBER OF APPEALS			
1. NUMBER OF APPEALS RECEIVED DURING THE CURRENT FISCAL YEAR		2. NUMBER OF APPEALS PROCESSED DURING THE CURRENT FISCAL YEAR <i>(See definition Part III.B.4.)</i>	
B. DISPOSITION OF APPEALS			
APPEALS	TOTAL	APPEALS	TOTAL
1. NUMBER OF APPEALS COMPLETELY UPHELD DURING FISCAL YEAR		(11) EXEMPTION 7(E)	
2. NUMBER OF APPEALS PARTIALLY REVERSED DURING THE FISCAL YEAR		(12) EXEMPTION 7(F)	
3. NUMBER OF APPEALS COMPLETELY REVERSED DURING THE FISCAL YEAR		(13) EXEMPTION 8	
a. NUMBER OF TIMES EACH FOIA EXEMPTION WAS USED <i>(Counting each exemption (1 thru 9) once per</i>		(14) EXEMPTION 9	
(1) EXEMPTION 1		4. OTHER REASONS FOR NONDISCLOSURE OF FOIA APPEALS <i>(Total) (Sum of line A through I)</i>	
(2) EXEMPTION 2		a. NO RECORDS	
(3) EXEMPTION 3		b. REFERRALS	
(4) EXEMPTION 4		c. REQUEST WITHDRAWN	
(5) EXEMPTION 5		d. FEE-RELATED REASON	
(6) EXEMPTION 6		e. RECORDS NOT REASONABLY DESCRIBED	
(7) EXEMPTION 7(A)		f. NOT A PROPER FOIA REQUEST FOR SOME OTHER REASON	
(8) EXEMPTION 7(B)		g. NOT AN AGENCY RECORD	
(9) EXEMPTION 7(C)		h. DUPLICATE REQUEST	
(10) EXEMPTION 7(D)		i. OTHER TYPES OF NONDISCLOSURES <i>(Specify/Describe in Part XII, Remarks)</i>	
PART VII COMPLIANCE WITH TIME LIMITS/STATUS OF PENDING REQUESTS			
A. MEDIAN PROCESSING TIME FOR REQUESTS PROCESSED DURING THE YEAR			
REQUESTS	TOTAL	REQUESTS	TOTAL
1. SIMPLE REQUESTS <i>(If multiple tracks used.)</i>	NOT APPLICABLE (N/A)	a. NUMBER OF REQUESTS PROCESSED	
a. NUMBER OF REQUESTS PROCESSED	N/A	b. MEDIAN NUMBER OF DAYS TO PROCESS	
b. MEDIAN NUMBER OF DAYS TO PROCESS	N/A	3. REQUESTS ACCORDED EXPEDITED PROCESSING	
2. COMPLEX REQUESTS <i>(Specify for any and all tracks used)</i>		a. NUMBER OF REQUESTS PROCESSED	

PART VII COMPLIANCE WITH TIME LIMITS/STATUS OF PENDING REQUESTS (Continued)			
A. MEDIAN PROCESSING TIME FOR REQUESTS PROCESSED DURING THE YEAR			
REQUESTS	TOTAL	REQUESTS	TOTAL
b. MEDIAN NUMBER OF DAYS TO PROCESS			
B. STATUS OF PENDING REQUESTS			
1. NO. OF REQUESTS PENDING AS OF CURRENT FISCAL YEAR (Enter figure from Part A.4)		2. MEDIAN NUMBER OF DAYS THAT SUCH REQUESTS WERE PENDING AS OF THAT DATE	
PART VIII - COMPARISONS WITH PREVIOUS YEAR(S) (OPTIONAL)			
Not Applicable			
PART IX - COSTS/FOIA STAFFING			
A. STAFFING LEVELS			
1. NUMBER OF FULL-TIME FOIA PERSONNEL		3. TOTAL NUMBER OF PERSONNEL (In work-years)	
2. NUMBER OF PERSONNEL WITH PART-TIME OR OCCASIONAL FOIA DUTIES (In total work-years)			
B. TOTAL COSTS (Including staff and all resources)			
1. FOIA PROCESSING (including appeals) (Express in \$ and cents)		3. TOTAL COSTS (Sum of lines 1 and 2) (Express in \$ and cents)	
2. LITIGATION-RELATED ACTIVITIES (Estimated) (Express in \$ and cents)		4. COMPARISON WITH PREVIOUS YEAR(S) (Including percentage of change) (Optional)	Not Applicable
C. STATEMENT OF ADDITIONAL RESOURCES NEEDED FOR FOIA COMPLIANCE (OPTIONAL)			
PART X - FEES			
A. TOTAL NUMBER OF FEES COLLECTED FOR PROCESSING REQUESTS (Express in \$ and		B. PERCENTAGE OF TOTAL COST (Total amount of fees collected Part X, item	
PART XI - FOIA REGULATIONS (INCLUDING FEE SCHEDULE) (TO BE COMPLETED BY INFORMATION MANAGEMENT SERVICE)			
WORLD WIDE WEB ADDRESS LINK TO FOIA REGULATIONS			
PART XII - REMARKS			